

SECRET

25X1

Copy 3 of 4

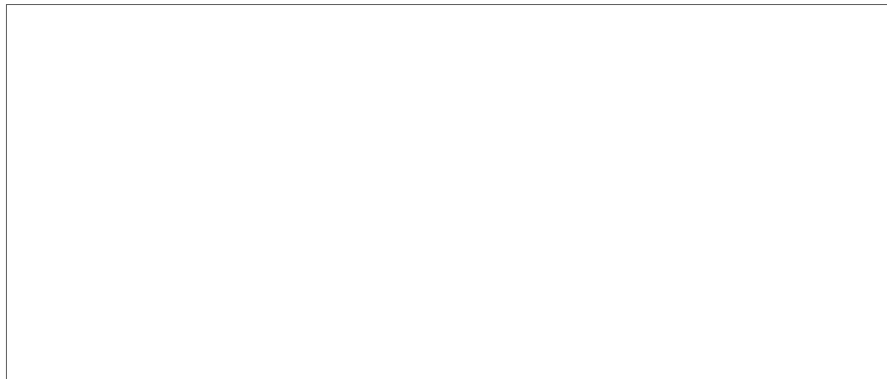
16 November 1955

MEMORANDUM FOR: Mr. James A. Cunningham, Jr.


SUBJECT : Shots for Headquarters Personnel

1. In preparing a list of those persons located at Headquarters who might have a need to go overseas, it is necessary to plan for shots. It is assumed that a six-week period PRIOR to application for visas must be allowed for the series of shots. It is probable that only some Headquarters personnel will need to go overseas within the next 4 - 6 months.

2. Assuming operations commence ca. 1 April 1956, and need for a trip occurs as early as 1 January to 15 February, shots should begin 28 November 1955, and should be given to the following personnel:



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Assistant Administrative Officer
PCS/DCI

25X1

CONCURRENCE:


Project Personnel Officer

25X1

AIM:mah

Orig - addressee

- 2 - AIM
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(SENDER WILL CIRCLE () ON TOP AND BOTTOM)					
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP					
TO		INITIALS	DATE		
1	SA/PC/DCI				
2					
3					
4					
5					
FROM		INITIALS	DATE		
1	Personnel Officer				
2					
3					
<div style="display: flex; flex-wrap: wrap;"> <div style="width: 33%;"><input type="checkbox"/> APPROVAL</div> <div style="width: 33%;"><input type="checkbox"/> INFORMATION</div> <div style="width: 33%;"><input type="checkbox"/> SIGNATURE</div> <div style="width: 33%;"><input type="checkbox"/> ACTION</div> <div style="width: 33%;"><input type="checkbox"/> DIRECT REPLY</div> <div style="width: 33%;"><input type="checkbox"/> RETURN</div> <div style="width: 33%;"><input type="checkbox"/> COMMENT</div> <div style="width: 33%;"><input type="checkbox"/> PREPARATION OF REPLY</div> <div style="width: 33%;"><input type="checkbox"/> DISPATCH</div> <div style="width: 33%;"><input type="checkbox"/> CONCURRENCE</div> <div style="width: 33%;"><input type="checkbox"/> RECOMMENDATION</div> <div style="width: 33%;"><input type="checkbox"/> FILE</div> </div> <p>Remarks:</p> <div style="display: flex;"> <div style="flex: 1;"> <p>Recapitulation (Civilian & Military)</p> <p>T/O</p> <p><u>On Duty</u></p> <p>Assigned</p> <p>Not Assigned</p> <p><u>In Process</u> - Not on Duty</p> <p><u>Vacancies</u></p> </div> <div style="flex: 1; border: 1px solid black; height: 100px; margin-left: 10px;"></div> </div>					
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